

Hertz Rental Car Information

Please contact Kristin Wantland at 913-652-3362 or email kwantland@hertz.com for additional information.

Contract # 37354

There are 2 ways to book online reservations depending on if you are a Card-less Agency (in which case you would use the Hertz Applicant # Program) or if your Agency has assigned you to carry a State issued P-Card or credit card (in which case you would use the Hertz CDP# program.) Please contact your Agency if you do not yet have this information.

If you are a Card-less Agency please follow the instructions directly below for the Hertz Applicant Reservation Process via the Internet.

FOR APPLICANT RESERVATIONS ONLINE (card-less Agencies- no form of payment is needed at time of pick up):

1. Log on to <https://www.hertz.com/rentacar/applicant/applicant-login> 24 hours prior to desired rental time. Enter your Agency assigned Applicant #. If you do not know this number, please contact your Agency for instructions.
2. Enter Location of Pick up and Return
Enter Dates and Times needed
Select an age
Choose a Rental Car Type (for best results, "Select All" or you can choose a specific option)
3. Click "Submit"
4. If a city has more than one location, click on "Select for Reservation" for the location you prefer.
5. Review right side of screen and double check dates, times, location, car class and **Agency** name. If your Agency name is incorrect, please call your Agency and confirm you have the right Applicant #. If anything needs to be changed, select Edit.

6. Review information on available vehicles
"Select" a vehicle of choice to continue
7. **NOTE:** Do not rent any vehicle that is not included as part of contract #37354. If you are not clear, please refer to contract 37354.
8. Enter "Your Personal Information"
 - * First and Last Name
 - * Email Address for work or home (confirmation will be sent to this address)
 - * Enter an Authorization #. This will be your Agency #.
9. Verify Your Rental Information
NOTE: As of 11/1/12, the Internet website shows Kansas Sales Taxes; the State of Kansas is exempt from these taxes and they will be removed at the rental counter.
10. Click "Submit"
11. Record the reservation confirmation number for future reference.
(The reservation number and other information will also be presented in a confirmation e-mail)
12. You have successfully reserved a vehicle. If you need special services or instructions on your reservation, you may call the Hertz location directly or 888-300-8035. Upon pick up of the vehicle, you will need to present a valid Driver's license. No form of payment will be required.

Hertz Reservation Process via the Internet using a Hertz CDP # that was assigned to your Agency. If you do not yet know your CDP#, please contact your Agency:

FOR CDP# RESERVATIONS ONLINE (this will require a form of payment at time of pick up):

1. Please go to www.hertz.com
2. Enter reservation information as requested
3. Check the box that asks to "Enter a Discount or Promo Code"
4. Enter your CDP# in the first field that states "Discount/CDP/Club Code"
5. Check the box that states "Quote me the program my company has negotiated"
6. Check the box that states "My client is traveling on company official travel"
7. Click on "Book as a Guest"

8. Verify that all information on the right side of screen is accurate. Make sure Agency name listed is correct.
9. Select Car Class
10. Click on "Submit"
11. Enter your name, email address and phone #
12. Sales Tax will appear on reservation but will be removed at time of pick up.
13. Click on "Submit"
14. Record the Reservation # for future reference.
15. If you require special services, please contact the location directly or contact 888-300-8035. Upon pick up of vehicle, you will need to provide a method of payment.

Hertz Reservation Process via Telephone Using an Applicant # (Make sure to contact your Agency if you do not yet know your Applicant #.)

1. During or outside of business hours you may call the **Special Services Reservations Department at 888-300-8035**. Please contact this department at least 24-hours in advance to reserve a vehicle. Or for **Topeka rentals only**, you may call the Hertz location at 4th and Van Buren at 785-408-5680

2. Provide the following information to Hertz:
 - *Agency Applicant #, Agency Name and Agency #
 - *Renter's Name
 - *Renter's home and work phone numbers
 - *Date and Times vehicle needed
 - *Desired vehicle class (refer to State of Kansas Contract Number 37354)

3. The majority of our vehicles have Cruise Control, however to ensure your request, please indicate this to the Hertz agent.

4. If you have other special requests regarding pick up or delivery, please indicate this to the Hertz agent.

5. Ask the Hertz representative for your reservation confirmation number.

6. You have successfully reserved a Hertz rental vehicle. Upon pick up of vehicle, you will need to present a current Driver's License. No form of payment is required at pick up.

7. For cancellations, call 888-300-8035 or you may call the Hertz location directly.

Hertz Reservation Process via Telephone Using a CDP#. (If you do not yet know your CDP#, please contact your Agency.)

1. Please call the **Special Services Reservation Dept at 888-300-8035**. Or for **Topeka Rentals only**, you may call the Hertz 4th and Van Buren location at 785-408-5680.
2. Please follow exact steps as stated above – the only difference is you will give the Hertz agent your Agency assigned CDP#. By booking with a CDP# you will be responsible for providing a form of payment at the Hertz counter at time of pick up.

Returning a Hertz Rental Vehicle during Business hours

NOTE: Vehicles should be returned with a full fuel tank. Vehicles returned with less than a full tank will be fueled by the Contractor at a substantially higher cost.

1. Drive to the Branch location where the vehicle was rented.

2. Check the vehicle in.

Returning a Hertz Rental Vehicle OUTSIDE of Business hours

NOTE: Vehicles should be returned with a full fuel tank. Vehicles returned with less than a full tank will be fueled by the Contractor at a substantially higher cost.

1. Drop the vehicle off at the Hertz branch where the vehicle was rented. Leave keys in drop box.

Additional Information

New Hertz Locations will open in early 2013 in the following cities:

Hutchinson, Great Bend, Pittsburgh, Junction City, Independence and Leavenworth.

Until locations are officially open, if your travel needs are in these areas, please contact 888-300-8035 and inform them of your rental needs and they will arrange for a delivery of your vehicle. There is no additional charge for this service.

If you need Hertz to pick you up please indicate this when making a reservation or call the local branch after reservation is made.

You will not be able to rent any vehicle that is not included as part of contract #37354

Personal Use – In State and Out of State rental rates are available to State employees for personal use. Please use CDP# 65736. When renting for personal use, Loss Damage Waiver, Personal Accident Insurance and/or Supplemental Liability Protection will not be included in the rate structure. State employees will receive up to a 20% discount at neighborhood locations and airports nationwide.

Information for Topeka and Lawrence ONLY

One Way Rentals between Topeka and Kansas City International Airport and and Lawrence and KCI are available at the daily rate. There will be no additional one-way charge.

When requesting this service, please make your return reservation at the same time you make your original reservation.

If a State employee, based in Topeka, is flying out of Kansas City International (MCI) Airport for business, they may rent a car from a Hertz location in Topeka, drive it to the Hertz location at MCI and return the car paying the daily charge. When the employee returns to Kansas City, they may rent another car from the Hertz location at MCI and return it to a Hertz location in Topeka. The daily rate would be the same for the return rental; however, the rental from MCI will be subject to taxes, concession fees, airport access charges and other charges that are mandated by the Kansas City International Airport Aviation Department, however this is still more cost effective than paying for parking at the airport.

Information for Topeka Vehicle Rentals

Vehicles needed before 7:00 a.m. on Monday morning:

- Hertz Topeka at 4th and Van Buren 785-408-5680 will open at 6 am on Mondays to accommodate for early pick-ups. If your business travel will begin prior to 6 am on Monday, then Hertz Topeka will offer Friday afternoon pick up between 3:30 p.m. and 5:30 p.m. or Saturday pick up between 8 am – 1pm.
- Rental charges will begin at time of business travel.

Vehicles needed before 7:30 a.m. Tuesday through Friday

- Vehicles may be rented the prior evening anytime between 3:30 pm and 5:30pm
- Rental charges will begin at time of business travel.

Thank you for renting from Hertz! Have a safe journey.